

“Completed application” means a client profile report from a CPC application, a legal settlement worksheet, and a funding request showing the total monthly dollar amount needed, preferably in electronic format.

“County of residence” means the county in Iowa where, at the time an adult applies for or receives services, the adult is living and has established an ongoing presence with the declared, good-faith intention of living permanently or for an indefinite period. The “county where a person is living” does not mean the county where a person is present for the purposes of receiving services in a hospital, correctional facility, nursing facility, or residential care facility, nor for the purpose of attending a college or university. The county of residence of an adult who is a homeless person is the county where the adult usually sleeps. The “County of Residence” may be transferred using procedures in Section 153.53(1)a. of these rules.

“Department” means the Iowa department of human services.

“Division” means the division of mental health and disability services of the department of human services.

“Division administrator” means the administrator of the division of mental health and disability services of the department.

“Homeless person” means a person who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is one of the following:

1. A supervised publicly or privately operated shelter designed to provide temporary living accommodations.
2. An institution that provides a temporary residence for persons intended to be institutionalized.
3. A public or private place not designed for, or ordinarily used as, a regular sleeping

eligibility criteria established in the approved county management plan for the applicant's county of residence.

153.52(4) Payment source. The applicant shall have no other political entity, organization, or other source responsible for provision of or payment for the needed services nor be eligible to have the service funded or provided at no additional cost to the state by another state or federally funded facility or program. The department may, on a case-by-case basis, attempt collection from a legally responsible entity.

441—153.53(331) Application procedure.

153.53(1) Initiation of application. The county CPC or the CPC's official designee shall be responsible for applying for the state payment program for any person residing in that county who may be eligible.

a. The designated "county of residence" may be transferred when it seems more reasonable for the county in which a person is receiving services to assume management of the services. Examples of such situations include but are not limited to: the person receiving services has been in a facility for more than a year, AND no longer has any connection to the county of residence such as relatives who live there, AND, so far as anyone can tell, has no desire to return to the county of residence; the person receiving services was in the state and county of residence for such a short period of time before needing services that no real attachment was established in the county of residence; a person attending a University is a part time student, living and working in the community 12 months per year. If the county of residence desires a transfer and the county in which services are being receive(d) agrees, the residence may be transferred by notifying the State Payment Program Manager. If the county of residence desires a transfer and the county in

which the services are being received does not agree, the county of residence may appeal to the Residency Team (as established by the MH/MR/DD/BI Commission) for arbitration. Either county may appeal the decision of the Residency Team by using the appeals procedures in I.A.C. 441-7.

b. When an applicant is awaiting discharge from a state mental health institute or state resource center, the facility's social worker shall initiate the application and forward it to the CPC of the applicant's county of **residence** for completion. If the applicant has no clear county of residence, the application shall be forwarded to the county where the applicant intends to establish residency upon discharge. This county may be designation by the applicant's declaration.

c. Applications shall be made only with the knowledge and consent of the applicant or the applicant's legal representative.

153.53(2) Application requirements. The CPC or the CPC's official designee shall complete the application. A complete application shall include:

a. A funding request for the applicant showing the total monthly dollar amount needed for services;

b. A copy of a properly completed legal settlement worksheet; and

c. The client profile report (or equivalent) from a CPC application that contains information necessary for the state payment program manager to complete **Form 470-0555**,

Services Reporting System, which is required for payment processing.

153.53(3) Application submission. The CPC or the CPC's official designee shall submit the complete application as defined in subrule 153.53(2) to the state payment program manager or designee at khiatt@dhs.state.ia.us or at DHS Division of Mental Health and Disability Services, 1305 E. Walnut Street, Des Moines, Iowa 50319-0114. The CPC or designee shall